



## **correctional services**

**Department:  
Correctional Services  
REPUBLIC OF SOUTH AFRICA**

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**Office of the Minister and Deputy Minister  
 Office of the National Commissioner  
 Inspecting Judge  
 Chief Operations Officer  
 Chief Deputy Commissioners  
 Regional Commissioners  
 Deputy Commissioners  
 Deputy Regional Commissioners  
 Directors at Head Office  
 Regional Heads of Finance and SCM  
 Regional Management  
 Area Commissioners  
 Area Coordinators Finance and SCM  
 Heads of Correctional Centres  
 Heads of Community Corrections  
 ALL officials**

### **FINANCIAL CIRCULAR NUMBER 3 OF 2019/20 – GUIDELINES ON FINANCE AND SUPPLY CHAIN MANAGEMENT MATTERS IN SUPPORT OF COVID19 RESPONSE PLAN**

#### **1. PURPOSE**

The purpose of this circular is to provide guidance on financial and supply chain management processes in support of the COVID19 Departmental Emergency Response Plan.

#### **2. BUDGET MATTERS**

Regions and management areas are directed to utilize their baseline budget under Programme Care, subprogramme Health and Hygiene Service. Amongst others, items that may be used for this purpose include, medical supplies; consumable supplies; other supplies, inventory:

### **GUIDELINES ON FINANCE AND SUPPLY CHAIN MANAGEMENT MATTERS IN SUPPORT OF COVID19 RESPONSE PLAN**

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medicine etc. Where a certain item does not have sufficient budget, funds may be moved within level 4 items based on the needs of each management area.

The expenditure health and hygiene material for both employees and inmates must be allocated to the above mentioned subprogramme.

All other expenditure that may be incurred in the implementation of the COVIDS19 response plan must be defrayed against the baseline budget allocation.

### **3. FINANCIAL REPORTING REQUIREMENTS**

Head office will monitor expenditure related to the implementation of the COVID19 response plan. In this regard, Branches, regions and management areas will be required to submit monthly return in a prescribed format, for all expenditure incurred. The IYM template for 2020/21 will be amended to include a worksheet for regions to report on expenditure and commitments made per BAS lowest item level.

### **4. PROCUREMENT THROUGH TRANSVERSAL CONTRACTS**

Chief Directorate Health Care Service has identified a number of hygiene items or material required by correctional centres, community corrections and administrative office accommodation. Majority of these items are available on transversal contracts (RT contracts) as arranged by National Treasury.

The step by step guidance on procuring items through RT contracts is as follows:

- a) The relevant self-accounting store must request quotations from a list of approved suppliers as per the commodity required.
- b) In case a commodity is supplied by more than one service providers listed on the RT contract, more than one quotation must be obtained for comparison of prices. However during the evaluation the availability of stock must be a criteria.
- c) The issuing of purchase orders and receiving of goods and services is detailed on paragraphs 6 and 7.

The attached **Annexure A**, provides a list of commodities and applicable transversal contracts to be utilized for this purpose.

The RT contracts are accessible on the following website link:  
<http://www.treasury.gov.za/divisions/ocpo/ostb/contracts/default.aspx>

## **5. PROCUREMENT OF ITEMS NOT LISTED ON RT CONTRACTS**

The procurement of items not listed on RT contracts must be procured through written price quotations from suppliers that are registered on the central supplier database. Procurement delegated powers for the invitations of price quotations below R500 000.00 should be utilized to procure the requirements.

## **6. ISSUING PURCHASE ORDERS WHEN LOGIS CLOSURE**

LOGIS system will be closed on 31 March 2020 until 8 April 2020, due to financial year end processing. The closure of the system, over this period is not expected to disrupt continuity of services.

The following are step by step guidance on how to place issue purchase orders manually:

- a) To place purchase orders during the said period each self-accounting store should obtain quotations from suppliers on listed RT contracts or from Central Supplier Database (whichever is applicable.)
- b) The store should complete a requisition (Log1) per supplier and not capture on LOGIS. The requisition should indicate the ICN, description and quantity.
- c) The store should complete a manual purchase order and send to supplier. The requisition (log1), quotation, CSD documents, a central delivery address of the store, distribution list and any other document should be attached to a copy of purchase order and filled until LOGIS system is operational.
- d) Once LOGIS is online, the contents of the manual order should be used to create a LOGIS purchase order. This should not be sent to the supplier to avoid duplicate deliveries.
- e) Payments to suppliers may only be made after the system is online, i.e. only the LOGIS purchase order may be used to pay the invoices.



## **7. RECEIVING GOODS AND SERVICES AFTER 20 MARCH 2020**

The functionality for effecting payments on LOGIS i.e. Payment selection (FIPM), will be disabled centrally from all functionaries after hours on 20 March 2020. Stores should however continue to receive goods and services by capturing all delivery notes and Invoices on selection RCRI until 31 March 2020. This will ensure that all LOGIS accruals and payables are captured and accounted for on LOGIS.

## **8. PAYMENT OF ACCRUALS AND PAYABLES**


The Department is committed to ensure that creditors' payments are made within 30 days as required in terms of Treasury Regulation 8.2.3.

ALL BAS and LOGIS payables as at 31 March 2020 must be paid by no later than 24 April 2020. ALL accruals must be paid as soon as Invoices are received during April 2020. The relevant officials must ensure that all internal controls are complied with.

## **9. DISSEMINATION**

This circular must be brought to the attention of all officials in the department with immediate effect.

## **10. APPROVAL**



**MR. D K N LIGEGE**  
**CHIEF FINANCIAL OFFICER**  
2020/3/16.

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**ANNEXURE A: LIST OF HYGIENE REQUIREMENTS AND APPLICABLE METHOD OF PROCUREMENT**



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<b>NEEDS / REQUIREMENTS IDENTIFIED</b>	<b>METHOD OF PROCUREMENT</b>
<b>Surgical masks</b>	RT32
<b>N95 masks</b>	RT32
<b>Disposable Gown</b>	RT32
<b>Full face shield (Protective goggles )</b>	RT32
<b>Disposable aprons</b>	RT32
<b>Disposable scrub suit</b>	RT32
<b>Non Sterile Gloves</b>	RT76
<b>Gloves latex disposable large</b>	RT76
<b>Temperature Scanner</b>	Invite price quotations
<b>Alcohol based hand sanitiser</b>	RT300
<b>Surgical scrub 500ml</b>	Invite price quotations
<b>Blocide D / Bleach</b>	Use current cleaning contract or invite price quotations
<b>Paper towels</b>	RT14
<b>Heavy duty rubber cleaning glove</b>	Invite price quotations
<b>Rubber boots (Gumboots)</b>	RT59
<b>Disposable coverall suits</b>	invite price quotations
<b>Spill kits biological</b>	Invite price quotations
<b>Tongue Depressor</b>	RT32
<b>Cooler Box 2liters</b>	Invite price quotations
<b>Spray Bottles (2 liters)</b>	Invite price quotations
<b>Plastic Covered Mattresses</b>	Invite price quotations
<b>Mattress Cover for hospitals</b>	RT24
<b>Disposable Linen</b>	RT32
<b>Tents for Isolation (2 beds)</b>	Invite price quotations
<b>Cartridges (printing medical reports)</b>	Invite price quotations
<b>ENT Set</b>	RT2
<b>BP Monitoring Machine</b>	RT2
<b>BP Cuffs</b>	RT2
<b>Gluko Meter</b>	RT2
<b>HB Meter</b>	RT2
<b>Stethoscope</b>	RT2
<b>Nebullzer</b>	RT2

NEEDS / REQUIREMENTS IDENTIFIED	METHOD OF PROCUREMENT
Pulse Oximeter	RT2
Batteries	Invite price quotations
Linen Savers	RT32
Brush Surgical Sterile (single use)	Invite price quotations
Over shoe non woven (single use)	RT32
Sleeve protector (single use)	RT32
Laryngoscope	RT2-1-2016
Flu Vaccine	RT285
Full face shield	RT32
Disposable Gown	RT32
N95 Masks	RT32
Surgical masks	RT32
Latex powder free gloves (non-sterile)	RT76
Heavy duty gloves	RT76
Boot covers	RT32
Water boot (gumboots)	RT59
Sanitizer (mounted and handheld)	RT300

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